Recording Flexiplace/Telework Labor Hours (Regular, Situational, or Medical)

1. To record telecommuting regular hours as "Flexiplace" (Regular, Situational, or Medical), enter the regular hours (RG) for the amount of hours it applies. Click "Save" and then click on the "NtDiff/Haz/Oth" button. The page will change as shown below.

Employee Hours				March	28	29	30	31	1	2	3	4	5	6	7	8	9	10	
		Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
☐	☺	00650	200000404		RG ▾		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
	Sub Acct				NtDiff															0.00
	User Data				Hz/Oth		Add	Add	Add	Add				Add	Add	Add	Add	Add		
				Scheduled Hours		0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
				Reported to Scheduled Hours		0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU													

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2. Click the "Add" link below the day in which the flexiplace/telework was worked and the system will display the following screen:

Employee Information

Employee: DOE, JOHN
Date: 3/30/2010
Job Order: 200000404
OP Code:
Type Hours: RegGrd
Reason:
- BK - Grievance and Appeals
- TM - Telework Medical
- TS - Telework Ad Hoc/Situational
- TW - Telework Regular

[Reason] [Remove] [Cancel]

Select the type of Telework hours and then click the "Reason" button. If it applies to more than one day, use the check boxes below to add additional days.

March

28	29	30	31	1	2	3	4	5	6	7	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	☐	☑	☐	☐				☐	☐	☐	☐	☐	☐

3. Highlight the type of flexiplace/telework that applies and click the "Reason" button. The system will return to the labor screen and the proper code will be displayed under the day(s) that you selected. You will repeat this process if more than one type of flexiplace/telework was worked.

Employee Hours

		Work Center	Task	Job Order	Type hr	March 28 Sun	29 Mon	30 Tue	31 Wed	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	Total
☐	😊	00650	200000404		RG ▾		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
	Sub Acct				NtDiff															0.00
	User Data				Hz/Oth		Add	TW	Add	Add				Add	TW	Add	Add	Add		
			Scheduled Hours			0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	**80.00**
			Reported to Scheduled Hours			0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	**80.00**

Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU

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4. Click the "Save" button to post the entry to the database.